

CLOSING YOUR IRP ACCOUNT

If you plan to close your account and no longer need apportioned plates, send the license plates and a letter that states your intent to close your account to:

Physical/Shipping Address

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

U.S. Mail Address

MoDOT Motor Carrier Services
P.O. Box 893
Jefferson City, MO 65102

- If you are closing your business, you must notify our office. Submit an [MCS-150](#) to the federal government, marking Out-of-Business Notification. If the MCS 150 is not updated, your company will be assessed registration fees until the account is properly closed.
- If you plan to operate only and wholly within Missouri, change your company's [MCS-150](#) registration to "Intrastate Operations Only."
- If you plan to operate under a lease agreement and no longer need a license plate, update the [MCS-150](#), checking Out-of-Business Notification to deactivate your USDOT number. You will operate under the USDOT number of the motor carrier responsible for your safety.
- If you plan to continue interstate operations using a non-apportioned license plate, contact our office. Though you will no longer use apportioned plates, you are still responsible for Unified Carrier Registration fees and permitting fees in the states where you operate.
- Depending on your situation, other programs, such as IFTA and Missouri Operating Authority, might need to be inactivated to end your financial and reporting responsibilities.

If you have any questions, please call MoDOT Motor Carrier Services toll-free at 1-866-831-6277.

Documents can be faxed to (573) 751-0916, e-mailed to contactmcs@modot.mo.gov, or mailed to the address above.